
INTRODUCTION

An evaluation committee, consisting of a chairperson, evaluators, and a financial analyst if applicable, may be assembled to evaluate proposals received as a result of a Request for Proposal (RFP). The function of the evaluation committee is to recommend for award the responsive and responsible bidder who offers the best value to the state of Michigan. Best value will be determined by the bidder meeting the minimum point threshold and offering the best combination of price, expected performance, and quality, as demonstrated by its proposal.

If no proposals score high enough for evaluators to recommend an award:

- Evaluators may re-evaluate their scores.
- Evaluators may consider late proposals.
- Evaluators may consider an otherwise disqualified proposal.
- Evaluators may elect to recommend no award.
- The RFP may be re-posted.

EVALUATOR REQUIREMENTS

Evaluators are chosen by the initiating office. The evaluation committee should consist of at least three and generally no more than five persons as evaluators. At least one evaluator should be a MDHHS employee. If for any reason less than three evaluators are available, the Bureau of Purchasing (BOP) must be contacted for direction.

Evaluators:

- Cannot have financial interest in the outcome and must abide by the evaluator code of conduct.
- Must be knowledgeable about the services to be purchased and/or target population to be served.
- Must maintain confidentiality throughout the evaluation process and award recommendation.

PROTEST PROCESS

Only bidders may protest an award recommendation. The bidder must submit a protest in writing as identified in the RFP or other bid documents.

When a protest letter is received by BOP, an acknowledgement letter will be sent to the appellant as well as the recommended awardee and the contract administrator (CA).

The Office of Contracts and Purchasing director will decide on the protest and notify the appellant, the recommended awardee, the CA and the BOP analyst of the decision. This decision is final.

CRIMINAL BACKGROUND CHECK

Criminal background checks may be required for service contracts. When required:

If the selected contractor is an individual, the CA must complete a criminal background check on the provider prior to award of a contract.

If the selected contractor is an agency, the contractor must complete criminal background checks as identified in the contract.

The criminal background check may include:

- An Internet Criminal History Access Tool (ICHAT) check or a National Crime Information Data (NCID) criminal record check.
- A national and state sex offender check.
- A Central Registry check when services are provided to children.

CONTRACT AWARD

When a contract is awarded, the selected contractor will be required to comply with standard terms, which will be a part of the contract. MDHHS will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all billings resulting from the contract.